



Empower Eau Claire

Idea Checklist



How would you spend \$300,000?

The Empower Eau Claire - Participatory Budgeting Checklist Guide can help you evaluate if your project idea has a real chance of making the voting ballot.

See a need or an opportunity? We want your thoughts to make a better city! Ideas must strive to meet these categories. A physical improvement includes equipment, infrastructure, road, vehicle, park, land, building and more. Volunteers will then refine ideas into concrete proposals to be voted on by residents.

The Goals

Civic Empowerment

Goal

To increase community members' participation, confidence, and cooperation with their local government by directly deciding on community projects.

Outcome

- Encourage civic and community engagement in process and projects.
- Develop communications, trainings, events, and evaluation strategies to boost participation, knowledge, and support for the PB program.
- Create voting processes that encourage participation and that are voter-friendly.
- Increase the number of volunteers engaged in and skilled in the program.



Transparency

Goal

To provide integrity, accountability, open access, communication, monitoring and evaluation throughout.

Outcome

- Provide clear and understandable information to diverse populations in a variety of ways and languages.
- The Steering Committee, City staff, and volunteers will manage and represent the program ethically and based on the goals described.
- Local elected officials will remain a neutral party in the process.
- Make accessible program funding levels and status of project implementation.



Equity

Goal

To more fairly distribute public resources to the community and underserved populations that are in greater need.

Outcome

- Prioritize projects to serve underrepresented and/or marginalized populations.
- Serve areas of the city that have experienced disinvestment or overlooked projects.
- Include direct outreach to diverse populations for ideas on projects and process.
- Consider using firms and vendors on contracted projects that meet similar goals.



Inclusion

Goal

To intentionally include specific underrepresented and marginalized populations so that their needs and perspectives are heard, valued, and acted upon.

Outcome

- Use direct and intentional targeted outreach and engagement approaches to different groups and cultures.
- Provide language translation at events and on materials.
- Use non-technological means to communicate to various abilities and backgrounds.
- Hold events at locations that are very accessible.
- Aid the community in drafting proposals with use of budget delegate volunteers.
- Prioritize projects that include more than one user group.
- Seek partnerships to enhance the project proposal.
- Reduce voting barriers as much as possible.



Diversity

Goal

To make certain the process represents as many community members as possible.

Outcome

- Establish and maintain a diverse steering committee to represent different viewpoints.
- Seek feedback from different community populations on ways to engage their members and on how to best involve them in the process.
- Seek representatives of diverse groups to be integrated in the process and serve in volunteer roles.



Sustainability

Goal

To meet the environmental, fiscal, social, and well-being needs of the present without compromising the same needs of future generations who live in the community.

Outcome

- Seek projects that improve cultural, health and well-being, economic, and environmental benefits.
- Encourage proposals to consider using the *Eco-Municipality Four Systems Conditions** for a sustainable community and/or the *Sustainable Development Goals**. (*See back/second page)
- Seek projects that eliminate or minimize ongoing operating or maintenance costs to the public.
- Integrate the Participatory Budgeting program and cycle into the City's structural policies and processes.
- Incorporate sustainability goals or elements in project contracts.





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Funding Eligibility

Capital Improvements - Physical assets of the City including infrastructure, roads, buildings, land, parks, equipment, and vehicles.

No programs or services (minor improvements may be allowed but depends on proposal development process and cost factors).

Funding must be used inside city limits and applies city-wide not per a given ward or aldermanic district.

Funding can go towards improving existing situations or new projects.

Must be used for a public benefit and be accessible to the public.

The useful life of the asset must be at least one-year or more.

Requests must be at or above a \$5,000 minimum.

Projects should be installed on public property but certain cases may allow projects on private property.

Asset ownership can be transferred to another public, non-profit, or private owner if there is clear public benefit and community accessibility.

First year maintenance costs may be included in the initial purchase price but depends on type of project and ongoing impacts.

Project eligibility may include public-private partnerships that may form from an initial resident idea. Organizations cannot submit their own projects.

If there are left-over funds, they should be rolled over into the next cycle.

Proposals can include matching funds but this is not a prerequisite.

In year-one, multiple projects should be funded.

Contracts for winning projects may contain any legal, liability or other stipulation the City may need to retain.

Eco-Municipality Four Systems Conditions



- Concentrations of detrimental substances extracted from the earth's crust (i.e. fossil fuels)
- Concentrations of toxic substances produced by society (i.e. PBDE fire retardants)
- Degradation to nature by physical means (i.e. urban sprawl)
- Circumstances that undermine people's ability to meet their needs (i.e. unclear drinking water)

In 2009, The City adopted using these four system conditions to help create a more sustainable community.

Sustainable Development Goals – The 17 Goals

